IT Unit 3

Topic 2

# Ch 3, Data Analytics: Drawing Conclusions, Part 2

**File naming strategies,**  p 144-146

1. What is the purpose of using effective file naming strategies?

* So documents and other solutions are easy to find in the short and long term future, because once you name a file, more likely than not it will stay the same until you delete it. Also it’s easier to be organised when your files are organised too.

**Formats**

1. What is meant by file naming formats?

* File naming formats are just rules to follow when you name your files and/or documents. E.g. Forbidden characters: \* ? < > : / \ “ and not exceeding the character limit (usually 255).

**Conventions**

1. What is the golden rule for conventions?

* That files names are **Short, meaningful** and **consistent.**

1. Describe the following conventions:
   1. Characters

* When we use characters we use numeral for numbers, not words, use leading zeros before numerals, use plain alpha numeric characters, use of CamelCase or dashes instead of spaces or underscores and keep names short.
  1. Language
* When we talk about language conventions it just means keeping it ‘Australian English’.
  1. Case
* Refers to using CamelCase and use capitals carefully.
  1. Dates
* Use of the ISO format (YYYY-MM-DD)
  1. Versions
* To keep version numbers on older files in case the most recent one becomes corrupted.
  1. Word choice and order
* Relates to sorting, keeping names short and making it easy to find all files.

**Organising and storing data,** p 146-152

1. Why is it important to organise and store your data in an organised way?

* Because if you aren’t organised it will take longer to find files you want to use. Eventually mishaps will start to occur, such as losing one important file. Mishaps may then spiral into disasters, such as accidentally deleting directories or documents you have failed to back up.

**Hierarchies**

1. Explain how a hierarchical structure operates.

* It organises data by dividing major topics into subsections and if need be, dividing those subsections into more specific subsections until no further division is possible or necessary. Hierarchies make it easy to find a logical place to store and retrieve data in very large collections.

**The Cloud and file sharing**

1. What are the benefits of using the cloud to store your data?

* Allows multiple users to work collaboratively on a document at the same time
* The data is backed-up
* Can access 24/7 (internet connection needed)
* Removes the need to organise and track multiple versions of the document

1. What is the SPOT strategy and why is this technique popular?

* The spot strategy refers to keeping a single master copy of the document or database on the internet (cloud), and allow access to multiple users. The advantages of this are listed above in the previous question ^.

**Metadata, p 150**

1. Explain the term metadata by using an example.

* Metadata (data about data) is descriptive data saved inside a digital data file that can be read by media players and editors e.g. Metadata about an MP3 would include track number, artist, cover art, track length, album, the year of recording and so on.

**Archiving**

1. What does archiving refer to?

* Archiving refers to the process of moving data that is no longer actively used to a separate storage device for a long term holding.

1. What needs to be considered when archiving files?

* When and when not to compress the file to save space
* To keep or not keep the original file on the computer’s hard drive.
* What should be archived, and what should be deleted

**Synchronising files**

1. What are the advantages of data synchronisation?

* It preserves the timeliness of both or many sets files and thus the integrity of the data is improved upon.